



COOK SPECIALIST II
(CORRECTIONAL FACILITY)
Final Filing Date: Continuous

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:

SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is: **January through December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. You must submit a separate application to each testing office of your choice. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.
NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Each testing office will accept applications continuously and will notify and test applicants as needs warrant.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: **December 12, 2006**

\$2,572 - \$3,127

MINIMUM QUALIFICATIONS **Either I**
One year of experience in the California state service performing the duties of a Cook Specialist I (Correctional Facility), or Cook Specialist I.

Or II
Two years of experience personally preparing and cooking various food items in a restaurant, fast food outlet, or any other business with a food service operation.

(Full-time training in a recognized trade school for cooks and bakers may be substituted for not more than six months of the required experience on the basis of one month of such school attendance being equal to one month of experience.)

And
Education: Equivalent to completion of the twelfth grade.

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility, personal cleanliness, good sense of smell and taste; and freedom from communicable diseases.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates and wards.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

EXAMINATION PLAN (CONTINUED)	<div>A. Knowledge of:</div> <div><div>1. Principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity</div><div>2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas</div><div>3. Food handling sanitation (Hazard Analysis Critical Control Point Programs)</div><div>4. Food values as well as nutritional and economical substitutions within food groups</div><div>5. Principles of effective supervision and instructing and working with assistants and helpers from the resident population</div><div>6. Food accounting and keeping records and preparing reports</div></div> <div>B. Ability to:</div> <div><div>1. Communicate effectively</div><div>2. Prepare and cook all food groups and use appropriate equipment</div><div>3. Judge food quality</div><div>4. Plan work schedule and prepare and follow menus, recipes, and formulas</div><div>5. Determine food quantities necessary for groups of varying size</div><div>6. Instruct and work with assistants and helpers from the resident population</div><div>7. Keep records and prepare reports</div><div>8. Analyze situations accurately and adopt an effective course of action</div></div>
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ELIGIBLE LIST INFORMATION	A separate eligible list will be established to fill vacancies for the institutions on the attached listing. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<div>A Cook Specialist II (Correctional Facility), under supervision, prepares, cooks, and dispenses food for the residents and employees of a State correctional facility in the Department of Corrections and Rehabilitation; cares for culinary equipment, supplies, and work areas; supervises, instructs, and works with employees and helpers from the resident population; maintains order and supervises the conduct of inmates, wards, residents, or patients; protects and maintains the safety of persons and property; may instruct, lead, or supervise inmates, wards, or resident workers; and does other related work.</div> <div>Position(s) exist with the institution(s) listed in the attachment with the Department of Corrections and Rehabilitation.</div>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points.
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GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

CALIFORNIA INSTITUTION FOR MEN P.O. BOX 128 14901 Central Avenue Chino, CA 91710 (909) 597-1821 EXT. 4440 TDD: (800) 735-2922	EL PASO DE ROBLES YOUTH CORRECTIONAL FACILITY 4545 Airport RD Paso Robles, CA 93447 (805) 238-4040 EXT. 3469	RICHARD A MCGEE CORRECTIONAL TRAINING CENTER 9850 Twin Cities Rd. Galt, CA 95632
CALIFORNIA MEDICAL FACILITY P.O. Box 2000 1600 California Drive Vacaville, CA 95696-2000 (707) 453-7082 TDD: (800) 735-2922	HEMAN G STARK YOUTH CORRECTIONAL FACILITY 15180 Euclid Avenue Chino, CA 91710 (900) 606-5023	SALINAS VALLEY STATE PRISON P.O. BOX 1020 31625 Highway 101 Soledad, CA 93960 (831) 678-5500 EXT. 5584 TDD: (800) 735-2922
CALIFORNIA MEN’S COLONY P.O. Box 8101 Highway 1 San Luis Obispo, CA 93409-8101 (805) 547-7900 EXT. 7943 TDD: (800) 735-2922	NOTHERN CALIFORNIA YOUTH CORRECTIONAL FACILITY P.O. Box 213004 Stockton, CA 95213-9004 (209) 944-6181	VENTURA YOUTH CORRECTIONAL FACILITY 3100 Wright RD Camarillo, CA 93010 (805) 278-3724
CALIFORNIA STATE PRISON, CORCORAN P.O. BOX 8800 4001 King Avenue Corcoran, CA 93212-8309 (559) 992-8800 EXT. 5009 TDD: (800) 735-2922	PINE GROVE CONSERVATION CAMP 13630 Aqueduct-Volcano Rd Pine Grove, CA 95665 (209) 296-7581	WASCO STATE PRISON RECEPTION CENTER P.O. BOX 8800 701 Scofield Avenue Wasco, CA 93280-8800 (661) 758-8400 EXT. 5192 TDD: (800) 735-2922
CALIFORNIA STATE PRISON, SAN QUENTIN San Quentin, CA 94964-1086 (415) 454-1460 EXT. 5021 TDD: (800) 735-2922	PRESTON YOUTH CORRECTIONAL FACILITY 201 Waterman lone, CA 95640 (209) 274-8283	